



## MINUTES

### Board of Management

Location: Maroubra Surf Life Saving Club Bill Kember Room.  
Date: Thursday 14<sup>th</sup> July 2011  
Time: Meeting Commenced at 1832  
Future Meetings: August 10<sup>th</sup> 1830 Maroubra Seals Club Board Room

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**Present:** Wayne Clare (Pres/Chairman)  
Arthur Cotsios (Captain)  
Tony Grivell (Dir Membership)  
Paul Scullion (Vice Pres)  
Trent Thomas (Dir Finance)  
Reg Round (Dir Surf Sports)  
Danny Donohoe (Dir Junior Development)  
Kevin Grant (Hon Secretary)

The President declared a quorum (1/3 of elected members) and opened the meeting with silence observed in honour of past members.

**Apologies:** David Simpson (Dir Property & Amenities) – on leave

Moved: TG Seconded: DD ***That apologies be accepted.*** Carried

Moved: TT Seconded: PS ***That Kevin Grant be appointed Honorary Secretary.*** Carried

The President welcomed the three new Board members, who were present – Kevin Grant, Reg Round and Arthur Cotsios

**Absent:** Nil                      **Visitors:** Keith Grima (Life Member)

***The President reminded members that all matters, where there is a personal or financial interest affecting a director, must be declared.***

## **Minutes of the May 25 Board Meeting**

The minutes were reviewed by those members who were members of that Board.

Moved: DD Seconded: TG ***That the minutes be accepted.*** Carried

***The actions table was reviewed and updated in relation to progress.***

- A number of items were deleted and re-allocated to new directors

Business arising:

- Nil

## **Reports**

### **President:**

Submitted a verbal report.

Items discussed from the report;

- A meeting with Randwick City Council, regarding major funding, would be occurring soon.
- Need for a sub-committee to be formed and meet to discuss the fit-out of the area under the new slab and part on a whole of site consideration.

Moved: AC Seconded: RR ***That a sub-committee of area directors (and others) be convened to discuss the utilisation and layout of the area under the new slab. The Sub-committee be convened by the Director of Properties and Amenities.*** Carried

- SLSNSW awards night at Darling Harbor. The Board approved six places at awards night.

Moved: AC Seconded: TG ***That the Presidents report be adopted.*** Carried

**Director of Finance:**

A written report and financial statement was presented (attached).

Items discussed from the report;

- A general discussion took place in relation to finances
- A discussion also took place regarding the bookkeeper.

Moved: TT Seconded: PS ***That bookkeeper (Megan Stokes) services be retained for the current season.*** Carried

- Need budgets by 26 July for review by the finance committee.
- All directors to produce a budget.
- Limits of authority. Recommended that the \$500 limit of authority for directors be continued. The conditions of the limit of authority were outlined by the Director of Finance. Over \$500 spends must be approved by the Board of Management.

Moved: TT Seconded: PS ***That there be a \$500 discretionary limit of authority for all directors of the BOM and that expenditure must be identified with the approved budget.*** Carried

- Two directors are required to be nominated by the Board for the Finance Committee.

Moved: TT Seconded: PS ***That the Hon President and Hon Secretary be appointed as finance committee members.*** Carried

Moved: TT Seconded: DD ***That Craig Thorn be appointed to position of Sponsorship Development Officer.*** Carried

- Building fund is empty.

Moved: TT Seconded: PS ***That \$15 per membership fee be allocated to the building fund.*** Carried

- Regarding the use of GST refunds which are paid quarterly; Due to the importance of the building fund, it was proposed that the GST be placed into the building fund.

Moved: TT Seconded: PS ***That the GST refunds to placed in the building fund.*** Carried

- Regarding Junior Activity accounts.

Moved: TT Seconded: TG ***That the signatory for JA accounts be altered to one signature required.*** Carried

Moved: TT Seconded: PS ***That the Hon President and Hon Director of Finance be made signatures to the Senior and Junior Bank accounts.*** Carried

- Director of Finance detailed to rules for Purchase Orders and reimbursement of expenses.

Moved: KG Seconded: RR ***That the Director of Finance report and financial statement be adopted.*** Carried

**Captain:**

Submitted a written report, incorporating the Lifesaving Committee minutes (attached) were presented.

Items discussed from the report;

- Patrol Roster under way. The Captain asked for details from directors for inclusion in the patrol book.
- Gear inspection will take place on September 11 & 12.

Moved: AC Seconded: KG ***That the Club Captain be authorised to undertake necessary expenditure associated the with annual gear inspection.*** Carried

- JA Patrols being rearranged.

Moved: TT Seconded: TG ***That Tim Murray be appointed as Community Education Officer on lifesaving committee.*** Carried

- Applied for grants (equipment) through Testra assistance fund
- Noted that we expressed an interest in participating in night IRB operations.

Moved: TT Seconded: RR ***That the report be adopted.*** Carried

**Vice President:**

Submitted a verbal report

- Noted that Trent Thomas went to the SLSNSW strategic planning meeting on behalf of the Club

Moved: TG Seconded: DD ***That the report be adopted.*** Carried

## **Surf Sports Report:**

Submitted a written report incorporated in Surf Sports Committee Minutes.

- The Director of Surf Sports asked for approval of proposed sponsorship from DP World and ANL. Asked for letters of thanks and tax invoices to both sponsors if approved. Following questions the Director indicated that the sponsorship was for surf craft which will become club assets and that the sponsors required signage on the craft.

*Moved RR seconded DD **That the proposed sponsorship of surf craft from DP world for \$4500 and from ANL for \$2109 be approved and that those assets be listed in the club asset register.** Carried*

- Asked whether monies from Ford Construction have been received from Sydney Branch. Fund have been recently received and when the cheques are cleared a letter of acknowledgement will be sent to the sponsor.
- Club boards need repaired for forthcoming season. BOM noted that club gear repairs should come out of funds allotted for ding repairs in 2011-2012 budget. This budget has not yet been approved. The Board noted that Club funds should not be used to repair personal effects (boards). The Board also requested quote for repairs prior to work being carried out. The Director of Finance asked that detailed records be maintained of repairs in order to assist in the audit of expenditure on club assets and to recover any money spent on privately owned assets. The Board also requested fresh audit of Audit of club owned surf craft be carried out.
- The Surf Sports Committee requested that the purchase of two rowing erg's be considered. This would be referred to the Director of Property and Amenities for consideration.
- Regarding the Nutragrain and Coolangatta Gold. The Director sought "in principle approval of future expenditure" from the Board of \$1500 for entries etc and a further \$2000 for the Queensland Nutragrain trials for two members. It was noted that one of the members being considered was technically suspended from club for insufficient patrols. After discussion it was resolved that more detailed costing for the Coolangatta Gold event were needed prior to consideration. In relation to the Nutragrain event this matter needs to be finalised prior to the next Board meeting.

*Moved: RR Seconded: PS **That the Executive be empowered to consider funding for Nutragrain challenge** carried*

- *Regarding accommodation in Kingscliff (2012 State Championships). It was noted that an arrangement was entered into by members of the club without approval and that an outstanding deposit was due for payment 2/4/2011. This commitment for expenditure was not included in the audited accounts for the 2010-11 season and not agreed by the 2010-11 Board of Management. The Surf Sports Committee requested that the Board of Management approve expenditure of \$1500 for this State Championship accommodation. After some discussion it was determined that the club had not approved expenditure for this purpose and that members attending the event would be required to pay this amount from their own funds. The Director asked that the club float this amount and agreed to recover all expenditure from members attending the event. The Director could not estimate how many members would be attending or when this money would be recovered in full.*

Moved: RR Seconded: TT ***That the Executive be empowered to pay (underwrite) the outstanding deposit for accommodation at state championships following satisfactory details being supplied in relation to the booking.*** Carried

- *Requested contact with the web manager. This matter was not yet decided and the information requested would be supplied when it was available.*

Moved: RR Seconded: TT ***That Di Harper be appointed as Junior Development Representative, James Moran as Beach Representative, Scott Clemesha be appointed as Ski Representative and Debbie Smith be appointed as Race Secretary*** Carried

- A discussion took place regarding making long service members exempt from paying fees for storing craft. The proposed motion was withdrawn by the Director of Surf Sports.

Moved: RR Seconded: PS ***That the club write to all members, who are storing equipment in the shed, and who are not currently paying storage fees, requesting them to remove their equipment or to donate their equipment to the club.*** Carried

- Seek Board permission to put results of Sunday events and carnival events in Between the flags, Seals magazine and Courier. Agreed
- The Director tabled a budget document, which has been recorded as received and has been forwarded to the Finance Committee for consideration.

After discussion the written minutes of the Surf Sports Committee were not adopted due to technical errors and that the verbal representation of the Director be substituted as detailed above

Moved: TG Seconded: DD ***That the verbal report of Surf Sports committee be adopted*** Carried

**Director Junior Activity:**

- Regarding swimming costumes, a three year supply agreement has been negotiated.

Moved: DD Seconded: TG ***That the Junior Activities Committee be authorised to spend up to \$11,000 on club costumes*** Carried

- Reported good turnouts at training.
- Reported that sponsorship was going well with two new sponsors coming on board.
- The Director of Finance requested that an insurance certificate be obtained from any/all persons providing training/coaching for our members as part of an external contract with our members.
- Allocation of nipper space: indicated the need for more space. A general and wide-ranging discussion about resolving space issues prior to start of season ensued. As indicated earlier in the meeting, a sub-committee will be convened to investigate the problem including interim measures prior to the start of the season.

Moved: DD Seconded: KG ***That the report of Surf Sports committee be adopted*** Carried

**Director of Membership:**

Submitted a written report incorporating the Membership Committee minutes.

Business arising from the report.

- A budget will be submitted with two unfunded items which will only happen if (external) funding is gained in due course.
- The committee in investigating providing mid-patrol refreshments.
- The committee is investigating movie nights as events

Moved: DD Seconded: AC ***That the Membership Committee Minutes and the Director of Membership report be adopted.*** Carried

## **Director of Property & Amenities**

Absent nil report.

## **Secretary:**

Life Member and former Honorary Secretary Keith Grima presented the Secretaries report since Kevin Grant had only been appointed at this meeting.

Items for administrative action;

- Notification of finalist status for our two nominations, that of Club of the year and Volunteer of the Year

Moved: TT Seconded: RR ***That we appoint David Popplewell as Grievance Officer.*** Carried

Moved: TT Seconded: RR ***That Angelo Hatsaturis and Craig Kelly be appointed Honorary Legal Officers*** Carried

Moved: TT Seconded: RR ***That Tom MacDougall (our oldest Life Member) be appointed as Chief Patron*** Carried

Moved: TT Seconded: RR ***That Peter Garrett, Michael Daley, Alan Langford, Keith McGraw and Ken Murray be appointed as Patrons*** Carried

Moved: TG Seconded: DD ***That Trent Thomas be appointed Public Officer*** Carried

Moved: TG Seconded: DD ***That Tom Symonds, Brian Purdon and Keith Grima (convener) be appointed to the Constitution Committee.*** Carried

Moved: TG Seconded: DD ***That Karl Solomonson, Chris Armstrong, Dennis Heussner OAM, Simone Golik and David Donohue (convener) be appointed to the Discipline Committee.*** Carried

Moved: TG Seconded: DD ***That the spouses / partners of Board members, State and Federal members, Senator Matthew Thistlethwaite, Functions Manager Marie Diajanastasis, Senator Mark Arbib, Councilors (inc Mayor) & General Manager of Randwick City Council, Directors & General Manager of the Maroubra Seals Club, Randwick City Head Lifeguards, President SSJRLC, President Randwick Labor Club, President Matraville RSL, Craig Thorn of Auspak, Jimmy Steward and Ian Smith of Maroubra Locksmiths, Glenn Duffus of GD Photography, Ken Hudson, Jacqui Twitchings, John McLoughlin (2036 Designs), Honorary Solicitors, Junior Activities Age Managers, Dave Owens (NSW Police), and Donna Schott be granted Honorary Membership status for 12 months. Debbie Smith, Sue Donaghue, Alex Luxford, Age Managers (names to be provided)*** Carried

## Correspondence:

### Incoming:

- From SLSNSW Cap review results
- From Peter Garrett re National Volunteers Awards (referred to Director of Membership)
- From SLSS IRB Night Operations confirmation of interest
- From Clubs NSW re protest meeting (send mail to members)
- From SLSNSW awards of excellence finals notification (club of the year)
- From Southern Courier re father of the year (referred to the Director of Membership)
- From Adam Seminara applying for membership
- From NSW Government – Community Building Partnerships
- From John McLoughlin (2 items) – web hosting
- From Reg Round – re deposit for accommodation at Kingscliff
- From Ausgrid \$300 for data projector
- From Dir Surf Sports – 2011-12 budget submission

### Outgoing:

- To Workers Compensation claim for Brodie Schott
- To Between The Flags – July 2011
- To booking places at awards night
- To thank seals for donation
- To Steven Ong official receipt for donation

Moved: DD Seconded: AC ***That the correspondence be adopted.***

Carried

### General Business:

Moved: TG Seconded: TT **Move to provide new directors with new directors apparel.**

Carried

Moved: DD Seconded: DD **Move to organise a snow trip for 100% members and provide budget of up to \$7000.**

Carried

In relation to the ski trip it was noted that we need to make this trip available to all eligible members.

- Following comments at the AGM regarding hall hire and patrol member surveillance the Board request that the Functions Coordinator (Property and Amenities Committee) be requested to review the contract and amend if necessary.

- The Director of Finance spoke regarding Directors' responsibilities in relation to the law ensure that everyone understands the Incorporations Act, and Consider all actions coming to board, conflict of interest etc.
- Future meetings to be held in Seals Boardroom (if available) on the second Wednesday of every month.

There being no further business the meeting was closed at 21:34

Signed Chairman: \_\_\_\_\_ Wayne Clare (President)

Honorary Secretary: \_\_\_\_\_ Kevin Grant (Hon Secretary)

Board of Management Attendance

Name	Position	Month												
		J	A	S	O	N	D	J	F	M	A	M	J	
Wayne Clare	President	P												
Trent Thomas	Director of Finance	P												
Arthur Cotsios	Captain/Dir Lifesaving	P												
Paul Scullion	Vice President	P												
Danny Donohoe	Dir Junior Activities	P												
Tony Grivell	Dir of Membership	P												
David Simpson	Dir Prop & Amenities	S												
Reg Round	Director Surf Sports	P												
Kevin Grant	Honorary Secretary	P												

- P present
- A absent (no apology)
- S submitted apology (accepted)
- N submitted apology (not accepted)
- V Vacant



## Action Plan

*Note: Items listed in the action plan will retain their original action number for their life.*

Action No.	Date	Action	Who	By When	Status
4	20/08/08	By Laws – develop by-laws for each section	All directors	Current	Progress
<b>Commencement of 2010 – 2011 Season</b>					
262	14/09/10	Implement Future Leaders Programme	TT	12/10/10	Ongoing
281	12/10/10	Develop policy for use of SG email and newsletter resource for use in sponsor promotion	TG/DS	09/11/10	NYC
283	12/10/10	List repairs needed on the building	All directors	09/11/10	Ongoing
301	08/12/10	Develop carnival entry policy	RR	19/01/11	NYC
303	08/12/10	Produce procedure or processing Associate Membership	TG	19/01/11	Progress
328	16/03/11	Create a By-Law which details 'Images of Children' policy compliance with the Australian Sports Commission	Hon Sec	13/04/11	NYC
335	16/03/11	Develop a return to work schedule for George Benhayen	TG	13/04/11	NYC
336	16/03/11	Lof A for GB for 2010-11	Hon Sec	13/04/11	NYC
338	16/03/11	Appoint and facilitate RCC grant sub-committee	Executive	13/04/11	Progress
339	16/03/11	Nominate reserve dates for the coming season to integrate with hire bookings	All directors	13/04/11	Progress
344	16/03/11	Relocate history to interim storage facility at the Seals Club	TT/DS	13/04/11	Progress
345	16/03/11	Investigate the cost of scanning associated with history	TT	13/04/11	NYC
362	25/05/11	List new ski paddle on club asset register	RR	22/06/11	NYC
<b>Commencement of 2011 – 2012 Season</b>					
364	14/07/11	Advise member of appointment of Kevin Grant as Honorary Secretary	Keith G	10/08/11	Completed
365	14/07/11	Meet with RCC regarding major funding	WC	10/08/11	
366	14/07/11	Convene Sub-Committee to discuss under slab fit-out and overall site utilisation	DS	10/08/11	
367	14/07/11	Attend SLSNSW awards night and report back to the BOM	WC	10/08/11	
368	14/07/11	Appoint Megan Stokes as book-keeper for the season	TT	10/08/11	
369	14/07/11	Prepare budgets for the 2011-12 season for the finance committee	All directors	10/08/11	
370	14/07/11	Advise Craig Thorn of his appointment as Sponsorship Development Officer	TT	10/08/11	
371	14/07/11	Alter signatory to JA accounts	TT	10/08/11	
372	14/07/11	Alter bank account signatories for Senior and JA accounts	TT	10/08/11	
373	14/07/11	Expend funds as needed to achieve compliance with gear inspection requirements	AC	14/09/11	
374	14/07/11	Advise Tim Murray of his appointment as Community Education Officer	AC	10/08/11	
375	14/07/11	Correspond with DP World and ANL regarding sponsorship	KG	10/08/11	
376	14/07/11	Record all new assets in the asset register as they are acquired	RR/KG	Ongoing	
377	14/07/11	Record ski paddle asset in the club asset register	RR/KG	10/08/11	
378	14/07/11	Receipt Ford Civil for their donation of \$1000	KG	10/08/11	
379	14/07/11	Obtain quotes for craft repair	RR	10/08/11	
380	14/07/11	Put into place a system which clearly identifies craft which is repaired in order to control expenditure and for auditing purposes	RR	10/08/11	
381	14/07/11	Consider ergo requirements in the gym	DS	10/08/11	
382	14/07/11	Consider funding of Nutrigrain following information provided by the Director of Surf Sports	Executive	10/08/11	

383	14/07/11	Provide the BOM with details of Coolangatta Gold funding proposal	RR	10/08/11	
384	14/07/11	Obtain details of expenditure incurred for accommodation at Kingscliffe and proposed under-writing of further expenditure to the BOM	RR	10/08/11	
395	14/07/11	Consider the under-writing expenditure which may be requested prior to the next BOM for accommodation at Kingscliffe	Executive	10/08/11	
386	14/07/11	Supply Director of Surf Sports with a mechanism for posting information on the web-site	KG	10/08/11	
387	14/07/11	Advise Di Harper, James Moran, Scott Clemesha and Debbie Smith of their appointment to the Surf Sports Committee	RR	10/08/11	
388	14/07/11	Following information supplied by the Dir Surf Sports, correspond with craft owners who have not paid for storage	KG	10/08/11	
389	14/07/11	Advise David Popplewell of appointment as Grevance Officer for the 2011-12 season	KG	10/08/11	
390	14/07/11	Advise Angelo Hatsatouris and Craig Kelly of appointment as Hon Legal Officers for the 2011-12 season	KG	10/08/11	
391	14/07/11	Advise Tom MacDougal of appointment as Chief Patron Officer for the 2011-12 season	KG	10/08/11	
392	14/07/11	Advise Peter Garrett, Michael Daley, Alan Langford, Keith McGraw and Ken Murray of appointment as Patrons for the 2011-12 season	KG	10/08/11	
393	14/07/11	Advise Trent Thomas of his appointment as Public Officer	KG	10/08/11	Completed
394	14/07/11	Advise Fair Trading of change of officers, provide reports and amendments to constitution.	KG	10/08/11	
395	14/07/11	Advise Brian Purdon, Tom Symonds and Keith Grima (chair) of appointment as constitution committee members for the 2011-12 season	KG	10/08/11	
396	14/07/11	Advise Karl Solomonson, Chris Armstrong, Dennis Heussner OAM, Simone Golik and David Donohue (chair) of appointment as discipline committee members for the 2011-12 season	KG	10/08/11	
397	14/07/11	Record and update surfguard with names of Honorary Members as carried in the motion on page 8 of 14/07/11 BOM meeting	KG	10/08/11	
398	14/07/11	Nominate a member for the Federal Govt National Volunteers award	TG	10/08/11	
399	14/07/11	Support meeting at SSJRLC – circulate to members	KG	10/08/11	Completed
400	14/07/11	Investigate web hosting – one offer from 2036 designs	Executive	10/08/11	
401	14/07/11	Write to Ausgrid for their donation of \$300 for a data projector	KG	10/08/11	
402	14/07/11	Purchase directors shirts for new directors	TT	10/08/11	
403	14/07/11	Organise Snow Trip	TG	10/08/11	
404	14/07/11	Review Hall Hire contract in relation to shared use by patrols at certain times, functions coordinator Alison Vuletic to liaise with function manager Marie Diakanastasis	DS/AV	10/08/11	
405	14/07/11	Consider budget submissions received	TT	10/08/11	
406					
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